

CIVIC CENTER MALL CHECKLIST

([Officially known as El Paseo de los Pobladores de Los Angeles](#))

Located between the [Kenneth Hahn Hall of Administration](#), 500 W. Temple St., and the Stanley Mosk Superior Courthouse, 111 N. Hill St., Los Angeles.

RESERVING THE MALL:

The first step is to reserve the Mall for the desired date. Scheduling is handled by the County Public Affairs Office, (213) 974-1311.

LOGISTICS:

Logistical needs and requirements must be discussed with the Building Management Office, (213) 974-2425. A walk-through may be necessary. Such issues that may be discussed are security, parking, use of fountain, number of people expected, how area is to be set up, and fire code requirements.

SET-UP ASSISTANCE:

If use of County equipment is needed for the event, the Special Services Office of the Internal Services Department must be contacted at (323) 267-2245. Tables, chairs, booths, canopies, sound equipment, and stages are among the items that are available. A fee, which is based on the time required to set up and remove the equipment, is charged and cannot be waived.

USE PERMIT:

A \$350 use permit is required for non-County-related events. Permits are issued by the Real Estate Division of the Chief Administrative Office, (213) 974-4153. Applications must be submitted at least 30 days prior to the event. Proof of liability insurance must be provided by the applicant to obtain a use permit. Those not having private insurance may be able to obtain insurance from the Municipalities Insurance Services at (800) 420-0555 or online at <http://2sparta.com>

Film companies apply for a use permit through the [FilmLA, Inc.](#), (213)977-8600.

HEALTH PERMIT:

A health permit is required if food is to be served. The permit is issued by the Department of Health Services, (213) 351-7892.

SOUND RESTRICTIONS:

Musical entertainment during weekdays is limited to 11:30 a.m. to 1:30 p.m. and the volume must be low enough as not to interfere with the operation of County offices.